

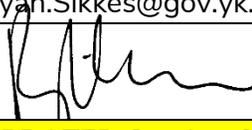


## COVID-19 Detailed School Health and Safety Operational Plan

Administrators must complete and submit the following sections of the COVID-19 Detailed School Health and Safety Operational Plan to their area superintendent by August 7<sup>th</sup>. A draft of the completed template should be shared with school councils and the local Yukon First Nation by August 5<sup>rd</sup> for feedback. We know these are very tight time-lines and we will support you in this work. Please consult with your superintendent.

Approved operational plans should be made available for parents and education partners by August 12<sup>th</sup>. Schools should maintain a copy of the operational plan onsite at all times. A Yukon Workers' Compensation Health and Safety Board Safety Officer may review it at any time your school is in operation.

### Contact information

School name:	Vanier Catholic Secondary
Address (physical location):	16 Duke Road
Contact name:	Ryan Sikkes, principal
Phone:	(867) 667-5901
Email:	Ryan.Sikkes@gov.yk.ca
Signature:	
Date:	UPDATED October 23, 2020

### 1. Supporting Social-Emotional Wellness and Trauma Informed Learning

Supporting Social-Emotional Wellness and Trauma Informed Learning	<i>The document "Five Steps to Guide the Social Emotional Wellness of Staff and Student's Return to School: Regulate-Reason-Relate, contains suggestions of how to support student and staff wellness. From this document (and other resources/ideas you may have) indicate how you will support staff and student wellness:</i>
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COVID-19 Detailed School Operational Plan

For staff	<ul style="list-style-type: none"> <li>• Every staff member will be assigned an admin support/contact person who will connect with them regularly throughout the year.</li> <li>• We will have regular staff meetings either via MS Teams or in the school gym.</li> <li>• “Bookend” gatherings for staff prayer and announcements will continue on the first and last day of each week in the small gym.</li> <li>• In the beginning, admin will provide daily updates and seek out what information and resources staff need. These will then reduce to bi-weekly, then weekly as the semester progresses.</li> <li>• Grade 8 and 9 teachers have an early dismissal built into their schedule biweekly to allow colleagues to collaborate.</li> <li>• At the senior high level, Professional Learning Communities (PLC) meetings will also take place on a regular basis every two weeks after school.</li> <li>• Provide staff with a list of community resources if they require counselling or support.</li> <li>• Ensure, “Employee and Family Assistance Program” poster and information is readily accessible for staff.</li> <li>• Staff will participate in a webinar on Trauma Informed Practices on August 18, 2020.</li> <li>• We will work with our designated consultants to assist in the learning and implementation of Trauma Informed Practices in the school.</li> <li>• Provide in-servicing on blended learning where and when possible.</li> </ul>
For students	<ul style="list-style-type: none"> <li>• Support their family and learning situation as much as possible through compassion, understanding, flexibility, and caring.</li> <li>• Continuing using resources already established in the school- Skills blocks, study hall, counselling support on site.</li> <li>• We will continue to offer as many options classes as possible to maximize student choice.</li> <li>• Incorporate Trauma Informed Practices in all aspects of our school.</li> <li>• Supervision schedule will be established.</li> <li>• Continuing education and reminders on the Safe 6.</li> <li>• Creation of an intra-school “house league” system to help create a sense of community and spirit of competition between groups of students.</li> </ul>

**2. Physical distancing**

Measures used to maintain physical distancing	Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
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COVID-19 Detailed School Operational Plan

<p>Between staff</p>	<p>The current limits on social gatherings <u>do not apply to school settings and school-related activities</u>. There can be any number of students and staff in a school setting at any given time if they are not all in one area and can keep a safe distance of 2 metres from each. Physical distancing by and among staff is <u>strongly recommended</u>.</p>	<ul style="list-style-type: none"> <li>• Maximum 12 staff in staffroom at a time to eat (two people per table) plus additional standees if two metres of distancing can be maintained.</li> <li>• Only one person standing near a photocopier/printer at a time is permitted.</li> <li>• Whole staff meetings will be held either in the gymnasium or via MS Teams</li> <li>• Small group meetings such as subject-based meetings will still occur in person, but will be physically distanced in size-appropriate locations.</li> <li>• Chairs at all meetings will be spaced two metres apart facing the same direction.</li> <li>• All meetings will have all social distancing measures in place.</li> <li>• A microphone on a stand (hands-free) may be used in face-to-face staff meetings in large rooms (e.g. gym).</li> <li>• Staff will be encouraged to eat their lunches in their classrooms.</li> <li>• Staff will be required to stay home when they display symptoms of illness.</li> </ul>
<p>Between staff and students</p>	<p>Physical distancing will not always be possible, particularly with younger students and students with special needs. Measures should be appropriate for a student’s developmental stage and ensure optimal academic, social and emotional learning.</p> <p>When physical distancing cannot be maintained, focus should be placed on minimizing physical contact and emphasizing other measures such as hand hygiene, enhanced cleaning and disinfection and staying home when sick.</p>	<ul style="list-style-type: none"> <li>• School has been divided into a Junior School (Grades 8/9) and a Senior School (Grades 10-12) – teachers and EAs assigned to a particular school should only interact with students in that school wherever possible.</li> <li>• EAs will be assigned to either the Junior school or Senior school.</li> <li>• EAs who work with individual students that require close contact will be provided masks and gloves</li> <li>• Maximum physical distancing will be required in all classrooms, 2 metres wherever possible.</li> <li>• Teachers may mark the boundaries around their desk with tape on the floor.</li> <li>• Grade 8 and 9 staff will move to classrooms, rather than students moving.</li> <li>• All Grade 10-12 teachers must utilize MS Teams and will be encouraged to provide support electronically where</li> </ul>

COVID-19 Detailed School Operational Plan

		<p>and when possible. Grade 8 &amp; 9 teachers are encouraged to use MS Teams to help manage their classes.</p> <ul style="list-style-type: none"> <li>• Where providing support through technology is not possible, paperwork will be put on a table that is physically distanced from both staff and students, and then help will be provided with physical distancing.</li> <li>• Hallways will have arrows indicating directional traffic.</li> <li>• In/Out signs are affixed to double doors.</li> <li>• Counselling services will still be provided to all students.</li> <li>• If students and staff must come in close contact, staff and students will be required to wash/ sanitize hands both before and after meetings.</li> </ul>
<p>Between students</p>	<ul style="list-style-type: none"> <li>• Students from the same household do not need to maintain physical distance from each other.</li> <li>• Organize classrooms into smaller groups and/or spread students out to minimize direct physical contact.             <ul style="list-style-type: none"> <li>◦ Consider modifying classroom configurations (e.g. separating tables, placing student desks in a row) and locations (e.g. gymnasiums, cafeterias, and outdoors) that allow greater distance between students and staff.</li> </ul> </li> <li>• Groups of students should stay together throughout the day and not mix with other groups.             <ul style="list-style-type: none"> <li>◦ Staff should remain with the same group whenever possible and limit the number of student groups they interact with throughout the day.</li> </ul> </li> <li>• Manage flow of people in common areas especially smaller areas such as hallways.</li> </ul>	<ul style="list-style-type: none"> <li>• Student assemblies will be held only when absolutely necessary and students will be seated in chairs spaced approximately 2 metres apart in the large gym. Bleachers will not be used.</li> <li>• Students in grades 8 and 9 have been platooned and assigned a “home” classroom to limit movement in the building.             <ul style="list-style-type: none"> <li>◦ 801 – Room 43</li> <li>◦ 802 – Room 11</li> <li>◦ 803 – Room 41</li> <li>◦ 804 – Room 7</li> <li>◦ 901 – Room 29</li> <li>◦ 902 – Room 15</li> <li>◦ 903 – Room 17</li> <li>◦ Transitions 8/9 – Room 42</li> </ul> </li> <li>• Gr. 8 and 9 teachers will move between classrooms and may use Room 9 as a prep/work space.</li> <li>• Grade 8’s and 9’s will operate on a separate bell schedule.</li> <li>• Grade 8’s and 9’s will have staggered lunch break from the grades 10-12’s to minimize mixing and congestion in cafeteria.</li> </ul>

## COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"><li>• Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing.</li><li>• Close greetings such as hugs and handshakes should be avoided. Instead, encourage non-physical gestures such as “air fives”, waves or nods.</li><li>• Students should be regularly reminded to keep their hands to themselves.</li><li>• Help young students learn about physical distancing and less physical contact by creating games that promote safe spacing and include basic principles such as “two arm lengths apart”.</li><li>• Incorporate more individual activities or activities that encourage more space between students and staff.</li><li>• Adapt group activities to minimize physical contact and reduce shared items, when feasible and reasonable.</li><li>• Close physical contact may be necessary (e.g. to comfort an upset student).<ul style="list-style-type: none"><li>◦ Hand washing and personal practices will help mitigate the risk associated with physical contact.</li></ul></li></ul> <p><b>Recess/playgrounds</b></p> <ul style="list-style-type: none"><li>• The risk of COVID-19 transmission is lower in outdoor settings than it is indoors, as a result outdoor recess and breaks are encouraged.</li><li>• Whenever possible, schools should stagger recess and breaks to reduce mixing between groups.</li></ul>	<ul style="list-style-type: none"><li>• All teachers will be required to have seating plans with assigned seating to specific students.</li><li>• All Grade 8/9 classrooms have individual desks or tables with one chair. Grade 10-12 have single desks and double tables – only one student should sit at a double table at a time.</li><li>• All desks are physically distanced in all classrooms.</li><li>• To reduce hallway congestion and opportunities for gathering, lockers will not be used. (This may be revisited when cold weather requires students to wear larger jackets/boots to school).</li><li>• Hallways will have directions arrows and will follow “street traffic rules: Stay on the right hand side of the hallway.</li><li>• Physical Distancing markers are affixed to the floor in places where lineups occur (cafeteria, main office, library, etc.)</li><li>• Most benches have been removed from the hallways to reduce opportunities for congestion and gatherings except for those used as waiting areas for counsellors/administration which are marked with maximum number of people permitted to sit.</li><li>• Breaks: students in grades 10-12 only have a 10- minute transition time in between classes; grade 8’s and 9’s will have a transition time plus periodic “stretch” breaks, where the teacher may choose to take students outside for an outdoor break.</li><li>• Students will be required to disinfect/ wash their hands when they come back into the building every time that they leave the building.</li><li>• Staff will be assigned duty areas to ensure physical distancing occurs. Staff will also be stationed at doors (with masks, if preferred), to welcome students and ensure students sanitize their hands as they enter the building through their respective doors.</li></ul>
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COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>• Students and staff members should practice hand hygiene before and after any recess or break period.             <ul style="list-style-type: none"> <li>○ Students should wash their hands after using playground equipment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Students will be shown alternative ways to greet each other that don't involve physical contact.</li> <li>• Learning Commons will be used as a work space for students who have IEPs, Student Learning Plans, or who are recommended by a counsellor or administrator as needing more intensive monitoring and support. This space will be supervised by the Teacher-Librarian or other teachers/EAs. Masks will be provided to staff if they wish to use them.</li> <li>• An off-site study hall is being provided to Grade 10-12 students (at the Riverdale Baptist Church, 15 Duke Road – across the street from the school) who need a supervised place to work when then are not scheduled to be in class. It will be supervised by the Senior Learning Assistance Teacher and other teachers/EAs. All physical distancing requirements and hygiene routines will apply to this space as if it were a classroom.</li> <li>• Recreation will be outdoors as much as possible. In colder weather, both gyms may be opened at lunch for limited numbers of students to engage in activities that do not involve physical contact (e.g. free throws, “pepper”) See physical education standards (below) for safety standards.</li> </ul>
<p>Teaching materials, toys and manipulatives</p>	<ul style="list-style-type: none"> <li>• If developmentally appropriate, remove toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that decrease the likelihood of physical contact.</li> <li>• Avoid sharing toys/objects between students as much as possible or if they do share, clean and disinfect after each use.</li> <li>• Objects and materials brought from home by students should be cleaned with soap and water or disinfectant before use in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Manipulatives will not be used in math classes</li> <li>• Science labs will still be available for students to conduct labs, with physical distancing in place.</li> <li>• Teachers will also be encouraged to do online and virtual labs.</li> <li>• Students have been asked to supply an increased amount of pens, pencils, erasers, etc. to eliminate sharing of these materials.</li> <li>• Students who require pens and pencils will be supplied with one by the school for temporary use and they will be disinfected afterwards.</li> <li>• Student materials will need to be disinfected prior to their use in the school.</li> </ul>

## COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"><li>• There is no evidence that textbooks, paper and other paper-based products transmit the COVID-19 virus. Books and paper-based educational resources can be distributed or shared with students.</li></ul>	<ul style="list-style-type: none"><li>• Textbooks and library books will be available for regular use.</li><li>• Computers and technology will be disinfected prior to students use, and then after a student uses it.</li><li>• Computers and technology will be “bubbled” between small groups, where possible.</li><li>• The computers in the Learning Commons and study hall will be disinfected before and after a student uses it.</li></ul>
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### 3. School cleaning and disinfecting procedures

Please note that we began a process for tracking and coordinating cleaning practices in the spring. Custodians are using checklists and log sheets to ensure all spaces are cleaned. Custodians will:

- use log sheets for disinfecting areas during the school day including bathrooms, common areas, and high touch surfaces such as water fountains and handrails
- use log sheets to document that the overnight cleaning and disinfecting is completed

#### COVID 19 METHOD OF CLEANING GENERAL GUIDELINES

- Color coding of buckets for different areas to avoid cross contamination
- Color coding of cloth/rags used for classrooms and washrooms to avoid cross contamination
- EP 50 Dilution Ration: Cleaning 1:38, Disinfecting 1:12
- CAVICIDE: Disinfecting; use as is, no mixing ratio
- Air dry when applying aerosol, wipes, and sprayer to surface for effective results.

#### Day – Custodian:

- Sweeping floor with damp mop/bucket. Use multi surface solution cleaner for rinsing the mop head (no dry mopping/ or sweeping, as this can distribute virus droplets into the air), when feasible to do so, floor scrubber shall be used to clean floors with recommended cleaning solution.
- Cleaning high traffic areas with multi-surface cleaner or EP50: wipe down surfaces that has an obvious dirt/impurities with a damp rug and cleaning solution.
- Spraying of disinfectant in all high traffic contact areas, students contact areas, occupant contact areas after first break. Disinfectant must air dry for most effective results.

## COVID-19 Detailed School Operational Plan

- Spraying of disinfectant at toilet rims, toilet seats, faucets, flush levers, and at wall mounted sanitary napkin disposal bin after lunch, including at the off-site study hall. Surfaces must be cleaned if there are any form of impurities in all types of surfaces prior to disinfecting.
- Washing washroom floors and change room floors with disinfectant after lunch

### Day – Teachers/School Staff:

- Hand held sprayer and Aerosol:
  - Wipe down surfaces with damp rag or damp paper towel to remove soil/obvious impurities prior to spraying disinfectant.
  - Spray disinfectant to surfaces
  - Allow to air dry for most effective results.
- Wipes:
  - Directly wipe surface area and air dry for most effective results.

### Night – Custodian:

- Shift shall start at 3:30 PM to minimize contact from school occupants and to observe social distancing
- Wiping down or removing dirt, soils, and other impurities on all desk and tables, all students contact areas; toys, books, etc., and occupant contact areas with damp cloth/rags using EP50 or degreaser or multi surface cleaner (following proper dilution for cleaning) to be completed prior to spraying with EP50 or Cavicide (following proper dilution for disinfecting) or any product recommended by Health Canada. Product will be dependent on supply availability.
- Vacuuming floor
- Washing classroom floors with multi-surface cleaner or disinfectant.
- Washing washroom floors/change room floors with disinfectant solution in a mop bucket. Weekly pressure washing with disinfectant in all surface area of the washrooms and change rooms including walls.
- Washing gym floors with floor scrubber with multi surface cleaner solution

NEED Procedure of how this will be tracked/monitored by custodians to ensure work is done

## 4. Hand hygiene, respiratory etiquette and Covid-19 instruction

Please refer to the following websites for information on accessing posters and signs:

For information on acquiring floor decals and arrows contact Anne Daub at [Anne.Daub@gov.yk.ca](mailto:Anne.Daub@gov.yk.ca) or by phone at 667-5931. Student focused Elementary and Secondary posters for handwashing a safe practice will be sent to schools.

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>● Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness and least likely to cause harm if accidentally ingested. Antibacterial soap is not needed for COVID-19.</li> <li>● Soap and water must be used when hands are visibly dirty.</li> <li>● Alcohol based hand rub can be used if hands are visibly clean.                         <ul style="list-style-type: none"> <li>○ Technical grade ethanol should not be used as it is not approved by Health Canada for use with children or pregnant women.</li> </ul> </li> <li>● Portable, refillable bottles can be used, however only identical contents may be refilled into the bottles/containers.                         <ul style="list-style-type: none"> <li>○ Perform diligent hand hygiene and clean/disinfect bottles before refiling.</li> </ul> </li> <li>● Alcohol based hand rub should be made available at school entrances and exits, entry points to classrooms and other high traffic areas.</li> <li>● Alcohol based hand rub should be safely stored out of the reach of young students.</li> <li>● Students and young children in particular should be supervised when using alcohol based hand rub to prevent misuse.</li> </ul>	<ul style="list-style-type: none"> <li>● Floors will be marked with arrows; students will follow “keep to the right” road rules in the hallways.</li> <li>● Students are expected to move to their next classroom/teaching space and not gather/congregate in hallways.</li> <li>● “Stand Here” floor dots will be installed wherever lineups occur (cafeteria, main office, learning commons, etc.)</li> <li>● Hand sanitizing stations will be established near the door of every classroom.</li> <li>● Developmentally appropriate instruction on Covid-19 has been developed. This instruction must be provided to students in the first two days of school. Classroom teachers of the first period in the morning will provide the instruction first thing when students enter classroom on August 20<sup>th</sup>.</li> <li>● Students will also be shown how to properly wash hands and sanitize them. Posters will be put up next to sinks.</li> <li>● Students will be shown how to cough and sneeze into elbow.</li> <li>● Students will exit classrooms closest to the door first.</li> <li>● Supplies, masks, and gloves will be ordered in abundance.</li> <li>● Signage will be posted in numerous locations to remind students about hygiene and safety practices.</li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>• Staff and students should be provided with age-appropriate education in proper hand hygiene and respiratory etiquette. Posters or signage should be placed around the school. Examples include:             <ul style="list-style-type: none"> <li>○ <a href="https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html">https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html</a></li> <li>○ <a href="https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf">https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf</a></li> </ul> </li> <li>• Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. Additional hand hygiene practices should be performed at the following times indicated in Appendix 2.</li> <li>• Students and staff should cough and sneeze into their elbow, sleeve or a tissue.             <ul style="list-style-type: none"> <li>○ Used tissues should be thrown away and hand hygiene performed immediately.</li> <li>○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.</li> </ul> </li> <li>• Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette.             <ul style="list-style-type: none"> <li>○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer).</li> </ul> </li> </ul>	
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Hand washing stations	Location
Staff	<ul style="list-style-type: none"> <li>• NOTE: See map</li> <li>• Staff washrooms inside staffroom</li> <li>• Hallway washrooms</li> <li>• Gender-neutral and accessible washroom near gyms</li> <li>• Any classroom that is outfitted with a sink.</li> </ul>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>Off-site study hall – 1 gender neutral and 2 gendered washrooms with a total of 5 sinks.</li> </ul>
Students	<ul style="list-style-type: none"> <li>NOTE: See map</li> <li>Hallway washrooms</li> <li>Gender-neutral and accessible washroom near gyms</li> <li>Gymnasium change rooms</li> <li>Any classroom that is outfitted with a sink.</li> <li>Off-site study hall – 1 gender neutral and 2 gendered washrooms with a total of 5 sinks.</li> </ul>

Hand sanitizer stations	Location
Staff	<ul style="list-style-type: none"> <li>NOTE: See map</li> <li>Staff will access the same locations as students: at every entrance to the building; at every entrance to classrooms, and a bottle inside of the classrooms. In addition, staff can access sanitizing station in the staff room.</li> <li>Off-site study hall – just inside exterior door and at teacher’s station.</li> </ul>
Students	<ul style="list-style-type: none"> <li>NOTE: See map</li> <li>At every entrance to the building</li> <li>At the door of every classroom</li> <li>Outside every washroom</li> <li>Small individual and refillable bottles of hand sanitizer will be distributed to every student at the start of the year.</li> <li>Off-site study hall – just inside exterior door and at teacher’s station.</li> </ul>
Public	<ul style="list-style-type: none"> <li>NOTE: See map</li> <li>Any entrance, hallway or washroom station.</li> </ul>

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<b>Meals and food handling</b> <ul style="list-style-type: none"> <li>Students and staff should observe proper hand hygiene before and after eating.</li> </ul>	<b>Meals and Food Handling</b> <ul style="list-style-type: none"> <li>There will be no potlucks in the school.</li> <li>Posters for no food sharing will be posted around the school and in cafeteria.</li> <li>Students who bring lunches from home will keep their food in their possession.</li> <li>Students will have the option to eat lunch outside or leave the premises.</li> </ul>

## COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"><li>• Physical distancing should be maintained while students are eating.</li><li>• Where possible students should take their lunch in their classroom.</li><li>• Schools should have a “no food and drink sharing” policy.<ul style="list-style-type: none"><li>○ Food from home should be stored with the students’ belongings and must not be shared with others.</li></ul></li></ul> <p><b>School cafeterias</b></p> <ul style="list-style-type: none"><li>• Students should keep a distance of two metres between each other as much as possible.</li></ul> <p>Promote physical distancing by:</p> <ul style="list-style-type: none"><li>○ Reducing the number of students dining together at one time.</li><li>○ Removing/rearranging dining tables.</li></ul>	<ul style="list-style-type: none"><li>• <i>Grade 8’s and 9’s will have a lunch break separate from the seniors’ departure time in the morning.</i></li></ul> <p>School Cafeteria</p> <ul style="list-style-type: none"><li>• <b>Note: Our cafeteria operators will submit and implement a separate Covid-19 plan as is required of any food service provider.</b></li><li>• <i>For students who purchase food, lines at the cafeteria will be marked to ensure physical distancing.</i></li><li>• <i>Take out containers will be used whenever possible.</i></li><li>• <i>Students in grades 8 and 9 will be eating their lunches in their classrooms.</i></li><li>• <i>Limited, spaced seating will be available in cafeteria for Grade 10-12 students.</i></li><li>• <i>We will continue to provide a supplementary nutrition program for students; however, the food items will only consist of prepackaged foods such as yogurt cups, individual milk cartons, individual cereal boxes, etc.</i></li><li>• <i>Disposable knives, forks, and spoons will be available and will be provided to students.</i></li></ul> <p>Water Fountains</p> <ul style="list-style-type: none"><li>• <i>Students and staff will be encouraged to bring refillable, non-disposable water bottles and may use fountains to refill them.</i></li><li>• <i>Signage to advise that drinking directly from the fountain is not allowed will be installed at all fountains.</i></li></ul>
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COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"><li>○ Placing tape or other markings on the cafeteria floors.</li><li>○ Staggering meal service times to reduce the number of students present at any one time.</li><li>○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room.</li><li>● All staff who are handling food must practise diligent hand hygiene and a food safety certificate is recommended.</li><li>● Do not use buffets. Food should be served in individual portions or food items individually wrapped using single-use food grade packaging.</li><li>● Cutlery, napkins and other items should be provided to students, rather than allowing them to pick up their own items.</li></ul> <p><b>Water fountains</b></p>	<p style="text-align: center; opacity: 0.2; font-size: 48px; transform: rotate(-30deg);">APPROVED</p>
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COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>• Consider having students fill water bottles rather than having them drink directly from the mouthpiece of a water fountain.             <ul style="list-style-type: none"> <li>○ Non-touch or automatic water filling stations are ideal.</li> </ul> </li> </ul>	
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**5. Personal Protective Equipment**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
	<b>Location of Sick-Kit: Main Office</b>	<i>Sick kit, and all items such as hand sanitizer, masks, gloves, will be located in the main office.</i>
	<b>Location of sick area</b>	<i>Student sick area will be in LAT meeting room near the main office.</i>

COVID-19 Detailed School Operational Plan

<p>Personal protective equipment (PPE) is not recommended in school settings, beyond what is normally used by staff as a regular precaution for hazards encountered in the workplace.</p> <p>Teachers and other staff may choose to wear a non-medical mask; however, this is a personal choice.</p> <ul style="list-style-type: none"> <li>Wearing a non-medical mask is not an appropriate substitute for physical distancing or other control measures in a school setting.</li> <li>If worn, masks should be changed when visibly soiled, damp or damaged.</li> <li>If masks are worn or disposed of incorrectly, risk of infection can increase.</li> <li>For additional information refer to <a href="#">Wearing a non-medical mask in Yukon</a>.</li> </ul> <p>Masks are not recommended for use by children unless advised to do so by a health care provider.</p> <ul style="list-style-type: none"> <li>In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.</li> </ul>	<p><b>Which staff will require PPE due to job duties?</b></p>	<p><b>Expectations for Masks – updated October 23:</b></p> <p>Due to the colder weather which is causing more students to choose to remain indoors, the increasing number of Covid-19 cases in and out of Yukon, and our continued difficulties enforcing physical distancing outside of classrooms, the following update to our Covid-19 operation plan will be in place, effective Monday, October 26.</p> <p>It is recommended that students age 10 and older (Grade 4 and up) wear nonmedical masks in school settings where physical distancing cannot be maintained. Inside of classrooms, we can maximize physical distancing, therefore at this time masks are not required in classrooms. When students are not in their assigned classrooms, the following changes will occur:</p> <ul style="list-style-type: none"> <li>Masks are not required at this time when students are outside of the school building.</li> <li>Masks are not required at this time when students are by themselves in the hallways while transiting to another part of the school.</li> <li>We will expect students to wear a mask (reusable or disposable) where social distancing is not happening consistently: in hallways, other common spaces, Learning Commons, gymnasia, cafeteria, and bathrooms. This includes during class change times, waiting for the gym to open at lunch, waiting in the morning for classes to open or any other time there are two or more people together.</li> </ul> <p>Essentially, we want to have students develop the routine and habit of wearing masks in the hallways and other common areas, because wearing a mask can help to protect others by containing droplets made when you sneeze, cough and speak. <b>All students were issued reusable masks earlier this year.</b> Replacement masks or disposable masks are available in the main office.</p>
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COVID-19 Detailed School Operational Plan

<p>Specific situations may require the use of PPE:</p> <ul style="list-style-type: none"><li>• A PPE kit should be available in case a student or staff becomes ill while at school (see appendix 1 for more information)<ul style="list-style-type: none"><li>○ The kit should contain alcohol-based hand rub, disposable gloves and masks, for use by the ill</li><li>○ Individual and staff member attending to them.</li></ul></li><li>• Custodial and teaching staff should follow routine processes when cleaning blood or body fluids.<ul style="list-style-type: none"><li>○ High level disinfection is required e.g., 1:9 dilution or 5000ppm</li><li>○ Staff must wear disposable gloves and wash hands before wearing and after removing gloves.</li></ul></li><li>• Staff members whose regular job duties mean physical distancing is not possible.</li></ul>		<p>The following staff will be using PPE (masks and gloves):</p> <ul style="list-style-type: none"><li>• Custodians</li><li>• Staff working with students who have significant physical and cognitive disabilities and require toileting, physical support, and emotional/ behavioural support.</li><li>• Staff who are dealing with students or staff who report symptoms of feeling sick (e.g. front office staff)</li><li>• There will be some additional EAs who need to use masks and gloves because the type of support that they provide to students will sometimes require getting closer than 2m.</li><li>• Any students/teachers who are preparing food.</li><li>• Teachers who, when providing support that involves them getting closer than 2m (e.g.- a wood teacher showing a student how to safely use an electric saw), along with PPE that would ordinarily be worn (e.g. safety goggles, apron, etc.).</li><li>• All staff using PPE will be provided with the donning and doffing instructions as found on Yukon.ca<ul style="list-style-type: none"><li>○ <a href="https://yukon.ca/en/putting-donning-personal-protective-equipment-ppe">https://yukon.ca/en/putting-donning-personal-protective-equipment-ppe</a></li><li>○ <a href="https://yukon.ca/en/taking-doffing-personal-protective-equipment-ppe">https://yukon.ca/en/taking-doffing-personal-protective-equipment-ppe</a></li></ul></li></ul>
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COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ For example, when assisting students with activities of daily living.</li> </ul>		
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**6. Programming and Activity Guidelines**

Program Area	Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
Arts, Music, Drama Considerations	<ul style="list-style-type: none"> <li>• Singing and playing woodwind and brass instruments must not occur at this time, as these activities increase the risk of spreading the virus due to aerosolized respiratory fluids.</li> </ul>	<ul style="list-style-type: none"> <li>• Music- non-woodwind and brass instruments will be used (guitars, drums, etc) and will be sanitized after use. Additionally, more of an electronic music approach will be taken (Garageband, mixing equipment).</li> <li>• Drama- drama classes will take place but with physical distancing in place and may incorporate more non-verbal activities such as miming, charade-style activities.</li> <li>• Art- students will use individual supplies whenever possible and sanitizing routines will be put in place when shared materials (e.g. paint brushes, ink rollers) are being used.</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>• The risk of COVID-19 transmission is lower in outdoor settings than it is indoors. Wherever possible physical education classes should be held outside.</li> <li>• Physical education classes should follow the contact sports and <a href="#">sport and recreation</a> guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor activities are chosen whenever possible and weather permitting.</li> <li>• Grade 8 and 9 students will use small gym and Grades 10-12 students will use large gym and mezzanine fitness area.</li> <li>• All equipment will be sanitized after use.</li> <li>• Senior PE students may have a gym locker and school lock issued for the semester to store gym strip. Lockers will be spaced apart for each class.</li> </ul>

COVID-19 Detailed School Operational Plan

<p>Cooking Classes</p>	<ul style="list-style-type: none"> <li>• All students and staff should sanitize their hands prior to cooking and meal preparation.</li> <li>• Kitchen workspaces should be reconfigured to ensure 2 metres physical distancing can be maintained.</li> <li>• Where possible, staff members should eliminate the sharing of cooking equipment and instruments.</li> <li>• Classroom surfaces, workstations, equipment, utensils and containers must be cleaned and disinfected between each class/use. See <i>Cleaning and disinfection</i> section for more information.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Students will wash and sanitize their hands prior to cooking and food handling.</i></li> <li>• <i>Kitchens will be spaced so that physical distancing is in place.</i></li> <li>• <i>Groups of students will be assigned common cooking equipment, which will be washed and sanitized after they use it.</i></li> <li>• <i>All kitchen items and surfaces will be cleaned and disinfected in between each class use. We will follow the guidelines in the cleaning and disinfection section.</i></li> </ul>
<p>Outdoor Education</p>	<ul style="list-style-type: none"> <li>• The risk of COVID-19 transmission is lower in outdoor settings than it is indoors; as a result, outdoor education and on the land programming is encouraged.</li> <li>• When physical distancing is not possible (e.g. sitting on a bus), students should be assigned a partner or seat that does not change for the duration of the trip.</li> <li>• Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.</li> <li>• Field trips within Yukon and Canada are permitted if public health guidelines are followed. Guidance is based on the current epidemiology of COVID-19 and will be re-evaluated at the beginning of the school year.             <ul style="list-style-type: none"> <li>○ Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member.</li> <li>○ Hotel stays are permitted, with no more than two students per room.</li> </ul> </li> <li>• International field trips are not currently permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Plans for Outdoor Education/off-site learning will be developed individually for each event, based on the guidelines (left).</i></li> </ul>

COVID-19 Detailed School Operational Plan

<p>Libraries</p>	<ul style="list-style-type: none"> <li>• There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. There is no need to limit the distribution or sharing of books or paper based educational resources to students.</li> <li>• Sign in logs should be maintained for members of the public accessing community libraries housed in schools.             <ul style="list-style-type: none"> <li>○ Members of the public should be self-screening prior to entering a library housed in a school. Signs may be in place at the library entrance to remind the public to not enter if they are sick.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Our Learning Commons will serve as a work space for students on IEPs, Student Learning Plans, or when recommended by an administrator or counsellor.</li> <li>• Books and materials will still be available for sign out</li> <li>• Signage for sanitizing will be posted in the library for social distancing and sanitizing</li> <li>• Class visits to the Learning Commons will be possible, although smaller groups are encouraged to reduce congestion.</li> <li>• Teacher-Librarian will explore innovative book selection and book delivery initiatives to ensure student recreational reading continues at all levels.</li> <li>• Circulation desk will be set up to accommodate student self-check out.</li> <li>• Learning Commons will be open before school, during junior and senior lunch breaks, and after school with a capacity of approximately 20 students observing physical distancing.</li> </ul>
<p>Computer labs and Instructional Tech</p>	<ul style="list-style-type: none"> <li>• Computer workstations should be reconfigured to ensure 2 metres physical distancing between each workstation.</li> <li>• Students should conduct proper hand hygiene before and after using shared IT equipment.</li> <li>• Where possible, IT equipment should be cleaned between each use using disinfectant wipes containing 70% alcohol.             <ul style="list-style-type: none"> <li>○ To facilitate cleaning, consider using covers that protect keyboards and other high touch areas on electronic devices.</li> </ul> </li> <li>• Refer to the Yukon guidelines on <a href="#">cleaning and disinfecting in the work place</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must wash or sanitize hands prior to using technology.</li> <li>• Students will wipe off technology before using technology, and then again after using technology using disinfectant wipes (or sanitizing spray and disposable cloth).</li> </ul>

COVID-19 Detailed School Operational Plan

Extra-curricular programming	Guidelines are being finalized and will be sent shortly...	<ul style="list-style-type: none"> <li>Plans for extracurricular programming will be developed individually for each event, based on the guidelines when provided.</li> </ul>
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**7. Itinerant staff, guest and public access**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Relevant issue or group	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>Educational specialists and consultants are permitted to enter the school if public health guidance is followed and movement within the building is limited as much as possible.</li> <li>All visitors, including educational specialists and consultants, must report to the front office upon entering the school.                             <ul style="list-style-type: none"> <li>Anyone who is ill or experiencing symptoms will not be permitted further entry.</li> <li>A record of all visitors should be kept for a minimum of thirty days.</li> </ul> </li> <li>All visitors should be reminded to practice diligent hand hygiene and</li> </ul>	Sign in procedure	All guests, consultants, parents, visitors who must enter the building will enter through the front door and sign in at the front desk. They will indicate the sign in time, and the sign out time
	Space for itinerant staff	Itinerant staff may work in the Staff Room, Conference Room, Learning Commons, or the Room 9 teacher work room.
	Visitor entrance/exit	All visitors will use the main entrance to the building and immediately come to the main office. Visitors will wait in the front foyer and signage will advise them to keep 2m distance from others.
	Parents	Access to the school will be limited except for exceptional circumstances that will require parents to come into the school. If a parent needs to come into the school for a meeting, they will sign in at the main office. Visitors will wait in the front foyer and signage will advise them to keep 2m distance from others until escorted to where meeting will take place. If the parent is meeting with an administrator, the meeting will take place in the administrator’s office.
	Drop-off/pick-up schedules	Students arriving at the building will be expected to enter through whichever entrance is closest to their classroom and proceed directly to that classroom. Students will not be permitted to congregate in the hallways. Students are expected to leave the building whenever they are not in

COVID-19 Detailed School Operational Plan

<p>maintain physical distance upon entering a school building.</p> <ul style="list-style-type: none"> <li>• Visitors should use designated entrance and exit doors and limit their movement within the school as much as possible</li> <li>• Stagger the timings of pick-up and drop-off if possible.                             <ul style="list-style-type: none"> <li>○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers.</li> </ul> </li> </ul> <p>Parents must wait for students in a designated area.</p>		<p>class or receiving assistance from a teacher or other staff member.</p>
	<p>Elders, ESWs, CELCs, Education Advocates (new) and special presenters</p>	<p>Special presenters will follow the above sign in procedures for other guests.</p>

**8. After school use and Joint Use Agreement users**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>• Public access for after school use should be permitted provided user groups follow the general guidelines</li> </ul>	<p>JUA and community use August –mid September</p>	<p><i>Details on JUA will provided early next week (Aug 4 or 5)</i></p> <ul style="list-style-type: none"> <li>• Joint User Agreement access may need to be reduced to support additional school teams (due to 10-person limits)</li> </ul>

COVID-19 Detailed School Operational Plan

<p>contained in this document. These requirements should be communicated through an updated user group agreement.</p>	<p>User group washrooms</p>	<p><i>Identify community use/user group washrooms</i></p> <ul style="list-style-type: none"> <li>• Only gym change room washrooms will be available to user groups booked in the gyms. The hallway bathrooms are available to user groups in the Music Room and Art Room.</li> </ul>
<ul style="list-style-type: none"> <li>• As much as possible user group access and movement throughout the school should be restricted. For example, adapting entrance and exit protocols, locking hallway doors, providing floor markings as appropriate.</li> <li>• Cleaning and disinfection should take place between each user group.             <ul style="list-style-type: none"> <li>○ To reduce the custodial burden consider having user groups use school's facilities less frequently for a longer period of time.</li> </ul> </li> <li>• User groups must have access to designated washrooms within the school.</li> <li>• Groups renting school spaces are responsible for maintaining sign in logs should the need for contact tracing arise.</li> </ul>	<p>User group restrictions</p>	<ul style="list-style-type: none"> <li>• The gyms (excluding the mezzanine) are available after 8 pm on weekdays and all day on weekends for bookings through the City of Whitehorse as per the JUA The Music Room and Art Room will be available with special permission only if a Covid-19 plan that includes additional cleaning and sanitation is developed by the user group. No other school spaces will be available for JUA bookings.</li> <li>• Groups engaged in activities that increase transmission risk will be required to develop and implement additional cleaning and sanitizing procedures.</li> </ul>

**9. When someone becomes sick at school**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
See Appendix 1	Staff and student instruction on what to do if one becomes sick at school	<ul style="list-style-type: none"> <li>• All staff will be trained on procedures for what to do when sick on August 18 and will be provided with information in Appendix 1 prior to August 18.</li> <li>• Students will be trained on procedures on what to do when sick:                             <ul style="list-style-type: none"> <li>○ Grade 8s at orientation on August 19 in large gym.</li> <li>○ Grade 9s in grade-wide meeting on August 20 in large gym.</li> <li>○ Grade 10-12s in shift meetings on August 20 in large gym.</li> </ul> </li> </ul>
	Staff training	Staff will be trained for responding to symptomatic students and donning and doffing PPE using the information on the Yukon Government Covid-19 website.

**10. Monitoring absenteeism**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report	Monitoring and reporting absenteeism	<ul style="list-style-type: none"> <li>• Attendance will be taken at the start of each block.</li> <li>• Students absent but not excused will have phone calls made to a parent/guardian to ascertain the reasons.</li> <li>• The “Yukon School Surveillance Reporting Tool” and guidelines will be utilized if an abnormally high absence rate is noted by the school administration or a parent/guardian reports a case of Covid-19 to the school.</li> </ul>

## COVID-19 Detailed School Operational Plan

<p>absenteeism that is higher than expected (i.e. &gt;5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and "<a href="#">Yukon School Surveillance Reporting Tool</a>" should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.</p> <p>Schools should monitor student absenteeism for extended absences as this may indicate that a student has COVID-19. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any COVID-19 symptoms before returning to class.</p>		
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### 11. Communication

Two communication documents will be provided for you on Wednesday, August 5<sup>th</sup> to help you with communicating your school-specific plans to parents and our partners. These must be sent out by August 12 to parents, School Council, First Nation, and partners.

1. Cover letter for parents
2. School routines, schedules and programs for 2020-21.

## 12. Appendices

### Appendix 1

#### What to do if a student or staff gets sick?

These protocols should be shared with school administrators, staff members, parents, guardians and students to provide clear expectations for what happens when a staff member or students gets sick.

#### Staying home when sick

Parents and caregivers should assess their children for symptoms before sending them to school All students and staff should stay home if they:

- have any symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease, OR
- travelled outside of British Columbia, Northwest Territories or Nunavut in the last 14 days, OR
- had close contact with someone diagnosed with COVID-19 and have been directed to self-isolate by Yukon Communicable Disease Control.

Parents and caregivers should keep their children at home if they are displaying symptoms. To help assess symptoms, parents can use the [COVID-19 self-assessment tool](#) or contact a health care provider for additional guidance.

Students can return to school when they are symptom free or if a health care provider has cleared them to return to school.

Staff should assess themselves daily for symptoms. Staff should stay home if they are experiencing symptoms until a health care provider has cleared them to return to school.

#### What should students and staff members do if they are diagnosed with COVID-19?

Students and staff members that have been diagnosed with COVID-19 should self isolate at home and follow the instructions of public health officials. After self-isolation is completed and on the advice of public health officials, students and staff members can return to school.

### **What should you do when student or staff member shows symptoms of COVID-19 at school?**

Responding quickly and calmly if a staff member or student develops symptoms of COVID-19 at school has the potential to reduce the transmission of the virus to other staff and students.

#### **If a student develops symptoms of Covid-19**

Staff must take the following steps:

1. Immediately separate the symptomatic student from others in a designated, supervised area.
2. Contact the student's parent or caregiver to pick them up as soon as possible.
3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available, or use a tissue to cover their nose and mouth.
4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used masks and tissues as soon as possible and perform hand hygiene.
5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, thoroughly wash your hands with soap and water or disinfect with alcohol based hand rub.
6. Once the student is picked up, wash your hands with soap and water or disinfect with alcohol based hand rub.
7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them.
8. All items the student touched/used while isolated must be cleaned and disinfected as soon as the student has been picked up.

#### **If a staff member develops symptoms of Covid-19**

Staff should go home as soon as possible. If unable to leave immediately:

1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they leave the school or wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them.

5. If concerned, staff should be encouraged to use the [COVID-19 self-assessment tool](#) or contact a family physician or nurse practitioner.

School administration is responsible for supplying the masks and cleaning materials necessary for safely responding to symptomatic students and staff members.

### **What should students and staff members do if they are diagnosed with COVID-19?**

Should a COVID-19 positive person be identified significant efforts will be undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in a school or workplace.

Schools **should not** notify students, parents, caregivers and staff if someone is diagnosed with COVID-19. Information about any potential or confirmed cases should be treated as confidential. All necessary notifications will be done by Yukon Communicable Disease Control in conjunction with the Department of Education.

## Appendix 2

### When to wash hands

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none"> <li>• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li> <li>• Whenever hands are visibly dirty</li> <li>• After using the washroom</li> <li>• Before eating and drinking</li> <li>• After sneezing or coughing into hands</li> <li>• After playing outside</li> </ul>	<ul style="list-style-type: none"> <li>• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li> <li>• Whenever hands are visibly dirty</li> <li>• After using the washroom</li> <li>• Before eating and drinking</li> <li>• After sneezing or coughing into hands</li> <li>• Before handling food or assisting students with eating</li> <li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood)</li> <li>• After cleaning tasks</li> <li>• After removing gloves</li> <li>• After handling garbage</li> </ul>